



COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF ENVIRONMENTAL AFFAIRS  
**DEPARTMENT OF ENVIRONMENTAL PROTECTION**  
ONE WINTER STREET, BOSTON, MA 02108 617-292-5500

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January 10, 2008

2007 PUBLIC WATER SYSTEM ANNUAL STATISTICAL REPORT FOR COMMUNITY (COM)  
PUBLIC WATER SYSTEMS USING 100,000 GALLONS PER DAY OR MORE

Dear Public Water Supplier:

Enclosed is your 2007 Public Water System Annual Statistical Report (ASR) form and Comprehensive Report. If applicable, a Violation Addendum and/or Open Enforcement/ Inspection Actions Report is also included. These forms must be completed and postmarked by **February 29, 2008**. You are required to submit this report annually.

**Please read the instructions below carefully before completing these forms.**

By completing and returning the ASR and corrected Comprehensive Report to the MassDEP by **February 29, 2008**, you will have fulfilled your annual reporting requirements as a registered Public Water System, in accordance with Massachusetts Drinking Water Regulations 310 CMR 22.15 and Water Management Act (WMA) regulations 310 CMR 36.11 and 310 CMR 36.33(1). Prompt and accurate submittals also assist MassDEP in planning and implementing its drinking water programs and establishing your Safe Drinking Water Act Assessment. If you fail to complete and return these forms, you will be subject to enforcement action.

Please note that this document no longer applies to Non-Transient Non-Community (NTNC) systems. A separate form is now required for NTNC systems. If you have received the wrong form, please contact the MassDEP for the correct form or download it from our web page using the instructions below.

MassDEP has set a goal of 2008 to have this form available to users of our eDEP electronic filing system. Eventually, this will allow you to both complete and submit the form electronically. Additionally, this year's form has gone through some changes from last year. Drinking Water Program staff met with suppliers to discuss the revisions and a number of changes were made to the form. Revisions include: 1) the assignment of numbers to tables for ease of reference; 2) separate tables for raw water and finished water volumes; 3) reduction of the Watershed/ Groundwater Inspection Report (Section F) to one page per area; 4) organization of data in the cross-connection section into a tabular format and; 5) providing more flexibility for calculating residential gallons per capita day (RGPCD). We acknowledge the effort required to perform this filing every year and hope that changes in this year's form make it easier to complete.

The ASR is on MassDEP's web site at <http://www.mass.gov/dep/water/approvals/dwsforms.htm> under the heading of 'Statistical Reporting.' The pdf file can be downloaded, manually completed, signed and returned by mail to MassDEP. The Microsoft Word file can be downloaded, completed on a computer, printed, signed and returned by mail to MassDEP.

This information is available in alternate format. Call Donald M. Gomes, ADA Coordinator at 617-556-1057. TDD# 1-866-539-7622 or 1-617-574-6868.

MassDEP on the World Wide Web: <http://www.mass.gov/dep>

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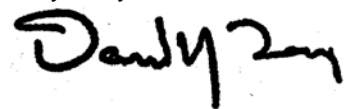
MassDEP has prepared a set of line-by-line instructions to assist water suppliers in completing the form. The ASR Instructions contain guidance on how to complete the form, including what data to enter, definitions of water use categories, and example tables. We encourage you to read these instructions before you complete the form. A copy of the ASR Instructions are enclosed and are available on our website at <http://www.mass.gov/dep/water/approvals/dwsforms.htm>. In future years, the ASR Instructions will only be available on our website. In addition, MassDEP has prepared some Excel worksheets that may be useful to you in summarizing your WMA data before it is entered into the form. A workbook of these spreadsheets is available at our website at <http://www.mass.gov/dep/water/approvals/dwsforms.htm>.

The Water Management Act (WMA) section of the ASR includes two performance standards: Residential Gallons Per Capita Day (RGPCD) and Unaccounted for Water (UAW). The 2006 reported and MassDEP-adjusted RGPCD and UAW values for each water supplier can be viewed on our website at <http://www.mass.gov/dep/water/resources/watercon.htm#managemt>. The 2007 performance standards will be posted on our website in 2008.

Registration Statements for water withdrawal expired on December 31, 2007. New registrations will be issued for a ten-year period, from January 1, 2008 to December 31, 2017. In August 2007 MassDEP mailed Registration Renewal Request forms to all holders of registrations that are not cranberry growers (cranberry grower registrations are being renewed separately). If you submitted the renewal request form for your registration, you have fulfilled MassDEP's requirements to apply for a renewal of your registration and can expect MassDEP to issue you a new Registration Statement unless you are not in compliance or have other outstanding issues. MassDEP is currently creating and processing the new Registration Statements and we expect to issue them in early 2008.

Thank you for working with the Drinking Water Program to help protect Massachusetts' drinking water. If you have any questions, comments or suggestions about these forms, please contact Mr. Mark T. Bolivar at (617) 292-5527 or the Drinking Water Program at (617) 292-5770. For questions, comments or suggestions for the WMA reporting (Section G) please contact Richard Friend at (617) 654-6522.

Very Truly Yours,



David Y. Terry, Program Director  
Drinking Water Program

Attachments: Annual Statistical Report  
Comprehensive Report with Violation Addendum and Open Enforcement/Inspection  
Actions Report  
Instructions for Completing the Annual Statistical Report



## Directions for Completing the 2007 Annual Statistical Report

1. Review the Public Water System Comprehensive Report with Violation Addendum (if attached). Make corrections directly on this report and highlight the corrections. When you make a change directly on the Comprehensive Report, you do not need to duplicate that same information on this year's annual statistical report (ASR) form. Simply write "SA" (see attached) for those questions on the ASR form. Review the Open Enforcement/Inspection Actions Report and contact your regional technical assistance provider listed below to correct or resolve any issues.
2. Complete the 2007 Public Water System ASR form. Refer to the ASR Instructions for guidance in completing the form. Some questions have an option to check "No Change". This should only be checked if your answer is the same as that on the Public Water System Comprehensive Report. Do not leave any questions blank. The spaces provided should be completed in full, marked "SA" (see attached) or have "No Change" checked.
3. Include your public water system identification number (PWS ID#) on all forms. Your PWS ID# is the seven-digit number that appears on the mailing label. Please remember to enter your Federal Employment Identification Number at Section B, Question 8.
4. Sign the certification statement in Section A of the Public Water System ASR. Remember to keep one copy of this package for your files.
5. Return the following to MassDEP by **February 29, 2008** (must be postmarked by this date):
  - **Two copies of the Statistical Report** (one must have an original signature).
  - **Two copies of the Comprehensive Report with Violation Addendum and Open Enforcement/Inspection Actions Report.** (if attached)
  - **Two copies of a current Cross-Connection device inventory list**
6. Mail copies to:

Department of Environmental Protection  
Drinking Water Program, Attn: STATS PROGRAM  
One Winter Street, 5<sup>th</sup> Floor  
Boston, MA 02108

## Directions for Completing the Electronic Version of the Form

1. The form requires an IBM compatible computer and Microsoft Word97 or more recent version. If you do not have these, please use the paper version of the form or the pdf version of the form on MassDEP's web site. Both the electronic version of the form and the pdf version of the form can be downloaded at <http://www.mass.gov/dep/water/approvals/dwsforms.htm> under the heading of 'Statistical Reporting.'
2. Improve the look of the form by turning off the gridlines in Microsoft Word. To turn off the gridlines, open Word, go to the Table menu, and click on Hide Gridlines.
3. To navigate through the form or move from question to question:

Forward: Use the tab key or the right arrow key.

Backward: Hold down the shift key and the tab key at the same time or use the back arrow key.

Reposition: Use the mouse to point and click. If the Enter key is pressed, you will need to press the backspace key to return to the visible field in which you were typing.

The tables in this year's ASR have been labeled for easier reference.

<b>Table No.</b>	<b>Table Name</b>
<b>C1</b>	<b>Summary of Facilities Surveyed</b>
<b>C2</b>	<b>Summary of Installed Devices and Assemblies</b>
<b>C3</b>	<b>Backflow Preventer Testing Program Summary</b>
<b>D1</b>	<b>FINISHED Water Production and Consumption Summary for Last Year (2007)</b>
<b>D2</b>	<b>RAW Water Production and Consumption Summary for Last Year (2007)</b>
<b>D3</b>	<b>Summary of Treatment Plant Losses</b>
<b>D4</b>	<b>Summary of Water Purchased or Sold</b>
<b>D5</b>	<b>Percentage of Source Types</b>
<b>D6</b>	<b>Metered Finished Water Consumption by Service Type</b>
<b>E1</b>	<b>Individual Raw Water Source Statistics</b>
<b>G1</b>	<b>Permit &amp; Registration Information</b>
<b>G2</b>	<b>Permit Special Conditions</b>
<b>G3</b>	<b>Leak Detection Survey Summary</b>
<b>G4</b>	<b>Water Conservation – Summer Limits on Withdrawals</b>
<b>G5</b>	<b>Average Daily Withdrawal by Watershed</b>
<b>G6</b>	<b>WMA Authorized Withdrawal vs. 2007 Actual Withdrawal</b>
<b>G7</b>	<b>RGPCD Method 1 - Residential Population Served is Accurately Known</b>
<b>G8</b>	<b>RGPCD Method 2 Step 1 - Estimated Number of Households Served by the PWS</b>
<b>G9</b>	<b>RGPCD Method 2 Step 2 - RGPCD Based on Number of Households</b>
<b>G10</b>	<b>Confidently Estimated Municipal Uses</b>
<b>G11</b>	<b>Unaccounted for Water</b>
<b>G12</b>	<b>Sources of Unaccounted for Water</b>

If you need help understanding the type of data requested, please contact your regional technical assistance provider:

If your PWS ID# begins with a number one (1) call the Western Regional Office (Springfield):

Mike McGrath.....(413) 755-2202 or Daniel Laprade.....(413) 755-2289

If your PWS ID# begins with a number two (2) call the Central Regional Office (Worcester)

Marielle Stone, .....(508) 767- 2827 or Kelly Momberger.....(508) 849-4023

If your PWS ID# begins with a number three (3) call the Northeast Regional Office (Wilmington)

William Zahoruiko.....(978) 694-3232

If your PWS ID# begins with a number four (4) call the Southeast Regional Office (Lakeville)

Daniel DiSalvio.....(508) 946-2793